



# Certified Local Government Purchasing Officer Application for Lifetime Certification



## Lifetime Certification requirements for individuals who have obtained CLGPO certification:

- Age fifty-five, and fifteen or more years of experience in public purchasing,  
**or**
- Twenty or more years of experience in public purchasing, regardless of age.

## Instructions for Submitting Application:

- Completed application form and supporting documentation must be submitted in *pdf form*, compiled into *one pdf with the application form appearing first*.
- Application packet must be emailed to Continuing Education Coordinator Jasmine Johnson at [jjohnson@sog.unc.edu](mailto:jjohnson@sog.unc.edu) no later than November 1<sup>st</sup> in the year preceding the qualification date or any application cycle thereafter. For example, if an applicant will achieve 20 years' experience in May of 2017, the applicant may apply by November 1, 2016, or in any year thereafter.
- Applications must be submitted by 11:59 PM on November 1<sup>st</sup> of each annual cycle.

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### A. Applicant Information:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

B. Issue date of certification or most recent recertification: \_\_\_\_\_

### C. Application Category (please check only one):

☐ Category 1: Age 55 and 15 or more years of public purchasing experience

☐ Category 2: 20 or more years of public purchasing experience, regardless of age

### D. Required Documentation: Please submit *with this application* the documentation described below:

#### Category 1:

1. Letter(s) from employer(s) or other information documenting years of experience in public purchasing
2. Copy of your driver's license or other identification providing proof of your age

#### Category 2:

1. Letter(s) from employer(s) or other information documenting years of experience in public purchasing